



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: Bereavement Leave</b>	<b>EFFECTIVE DATE: October 15, 2007</b> <b>REVIEWED: May 2011</b> <b>REVISED:</b>
<b>CATEGORY: 200</b> <b>POLICY NUMBER: 200.4</b>	<b>CROSS REFERENCE:</b>

**Purpose:** To allow employees time to attend the funeral or make necessary arrangements in the event of the death of a family member as defined below.

### **Definitions:**

Immediate family member: The spouse and the following relatives of the employee, spouse, or spousal equivalent: children, stepchildren, parents, stepparents, and any relative living in the employee's immediate household.

Other eligible family members: The following relatives of the employee, spouse or spousal equivalent: siblings, grandparents, grandchildren, stepsiblings, aunt, uncle, niece and nephew.

Spousal Equivalent: A person living in a committed co-habitation relationship where both parties share responsibilities for finances and other major decisions.

**Scope:** All regular status employees. Negotiated contract language will prevail for represented employees.

**Policy:** For purposes described above, employees may be granted up to five (5) days bereavement leave with pay in the event of the death of an employee's immediate family member. For other eligible family members, the employee may be granted up to three (3) days bereavement leave with pay. Bereavement leave shall be used within thirty (30) days of the event. An exception may be made if a memorial service is scheduled for a date outside of that timeframe.

**Procedures:** An employee must notify his/her supervisor of the need for bereavement leave prior to taking the time off.

**Guidelines for Use:** Time off for bereavement leave in the amounts listed above is in addition to any other leave accruals of an employee. Any time off in excess of what is listed above for the death of a family member must be approved by the supervisor and will require the employee to use his or her leave accruals except for sick leave.

### **Responsibilities**

#### Employee:

- Notify the supervisor when there is a need for bereavement leave.
- Note the time as such when reporting hours worked.

#### Supervisor:

- Follow the terms of this policy in granting bereavement leave.